

EMPLOYMENT OPPORTUNITY
State of California
State Council on Developmental Disabilities

Headquarters Office
1507 21st Street, Suite 210
Sacramento, CA 95811
916.322.8481
916.443-4957(fax)

POSITION: **Staff Services Manager I (Budget Officer)**
TENURE/TIMEBASE: **Permanent / Full-Time**
LOCATION: **Sacramento, CA**
OFFICE: **SCDD, Headquarters Office**
SALARY RANGE: **\$5,079.00 - \$6,127.00/month** (Salaries will be adjusted accordingly to comply with the provisions of the current furlough program)
FINAL FILING DATE: **Friday, May 31, 2013** (Applications must be received by 5:00PM - Postmarks will not be accepted)
SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark "yes" under question #2 of the State Application (STD. 678). You will be contacted to make special arrangements.

All interested eligible persons are encouraged to apply. Applicants must have list, transfer, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. Applications will be screened for experience, knowledge, and skill and only the most qualified will be contacted for an interview.

To find the job specifications and minimum qualifications for the Staff Services Manager I classification, go to the Department of Human Resources website at:
www.calhr.ca.gov.

Interested applicants should submit a (1) cover letter briefly describing your relevant experience, (2) resume, (3) completed standard state application form, STD. 678; and (4) the name and telephone number of at least two references to:

Szandra Keszthelyi
Personnel Officer, SCDD
1507 21st Street, Suite 210
Sacramento, CA 95811
Szandra.Keszthelyi@scdd.ca.gov

SUMMARY OF RESPONSIBILITIES

The State Council on Developmental Disabilities (SCDD) is an independent state agency mandated by federal and state law to pursue systemic change, capacity building, advocacy to promote a consumer and family-based system of services, and supports for people with developmental disabilities. The goal of the federal law is to enable individuals with developmental disabilities (self-advocates) to maximize their self-determination, independence, productivity, and community integration and inclusion. The State Council (Council) consists of 31 voting members, all of whom are appointed by the Governor. The Administrative Services Branch supports SCDD's Executive Management Team in helping the Council fulfill its specific mandates under the Federal Developmental Disabilities Assistance and Bill of Rights Act (Title 42, USC 15001 *et seq.*) and the Lanterman Developmental Disabilities Act (Welfare and Institutions Code 4500 *et. seq.*).

The Staff Services Manager I (Budget Officer) is under the general direction and supervision of the Executive Director, as part of the Executive Management Team, serves as the chief adviser concerning compliance with all State and Federal budget requirements and generally accepted accounting practices. The incumbent is directly responsible for the development, preparation, administration, maintenance, review and control of SCDD's budget.

Duties include, but are not limited to the following:

Job Duties:

Budget Development / Administration:

- 50%** Budget Development and Analyses - Responsible for the development and maintenance of all aspects of SCDD's budget, budget revisions, budget change proposals and expenditure reports. Monitors Area Board budget allotments. Reconciles appropriations by source of funding; prepares and processes transfer of budget allotments. Responsible for implementing budget policy procedures and standards as directed by the Executive Director. Provides budget information, instructions and technical assistance to Council staff and members. Analyzes proposed legislation to determine funding impact on SCDD's programs and makes recommendations on budget proposals to ensure that SCDD Executive Management is making appropriate decisions that are consistent with the goals and objectives of the Council. Responsible for the completion of all schedules, reports and budget documents prepared in response to Department of Finance Budget Letters. Acts as SCDD's liaison with control agencies and other interested parties on budget matters.
- 25%** Budget Monitoring and Maintenance – Responsible for the administration, maintenance, revision and control of SCDD's operating budget throughout the year. Develops detailed information for inclusion in the Council's Business Plan and Program Performance Report. Monitors SCDD's operating expenditures to ensure adequate funding for programs; evaluates and makes recommendations regarding various fiscal documents such as: Program Change Proposals, Budget Revisions, Section 28 & 28.5 and Deficiency requests, federal and State reports

Budget Development / Administration continued:

and other documents as necessary. Prepare reports and correspondence for expenditure projects for Managements' use in controlling budget allocations within available funding. Review and monitor budgetary procedures on a continuous basis to determine their adequacy in accomplishing the policies, standards and objectives as set forth by SCDD Executive Management and the Council.

20% Fiscal Records - Review and reconcile SCDD fiscal records. This includes posting Cal Stars accounting data to ledger sheets, posting all meeting costs, and keeping a ledger of all billing invoice payments. Process verified billing invoices for payment as outlined in the Accounting Manual. Analyze confidential fiscal and personnel information received by SCDD and report budgetary implications to Management.

5% Fiscal Analyses - Provide consultation and analysis to the Council concerning the resolution of difficult funding issues and management of the annual budget for SCDD programs. Assist in making cash flow, long-range fiscal planning estimates, and fiscal analysis for legislation to ensure that sufficient resources are available to accomplish the federal and state mandates of the Council. Prepare fiscal impact analysis of agenda items scheduled for Council and committee meetings.

Supervision Received:

The Budget Officer works under the direction of the Executive Director.

Supervision Exercised:

The Budget Officer does not exercise supervision.

Personal Contacts:

The Budget Officer interacts with various Federal and State agencies including: the Department of Finance, the Department of Personnel Administration, the State Personnel Board, the Department of General Services, the Governor's Office, the Legislative Analyst's Office, Council members, Council committee and task force members, and Council staff.

Actions and Consequences:

The Budget Officer is critical to the success of the organization since this position provides information and consultation for wide variety of administrative support functions that are of interest to SCDD Executive Management, the Council members, Council committee and task force members, and Council staff. Without this service, the Council would not be able to meet its mandates as required by Federal and State law.

Other Information:

The Budget Officer should be able to write and speak clearly and effectively; be knowledgeable about the principles and practices of governmental budgeting and accounting systems, financial statements and procedures of the State of California; and be knowledgeable with the principles and practices of public financial research techniques and statistical principles and procedures. In addition, the Budget Officer should have the ability to develop various types of budget documents as well as present and defend these reports; establish and maintain cooperative working relationships with control agency staff and others; and analyze problematic issues and be able to recommend an effective course of action on their resolution.